

**Sudbury, MA, Energy and Sustainability Green Ribbon Committee
Meeting Minutes October 6th, 2011**

OPENING:

The October 6th, 2011 meeting of Sudbury’s *Energy and Sustainability Green Ribbon Committee* was opened by Ed Lewis at 7:30p.m. in the DPW Building conference room.

ATTENDANCE:

| Committee Members | Attending |
|--|------------------|
| Rami Alwan | X |
| William Braun – Chairman, Energy and Sustainability Green Ribbon Committee | |
| Jennifer Dudgeon | |
| Dean Holden | X |
| Edward Lewis | X |
| Robert Morrison | X |
| Mark Sevier | |
| Michael Melnick, Co-Chairman, Sudbury Permanent Building Committee | X |
| Building Inspector, Town of Sudbury | |
| James Kelly | X |
| Guests | |
| | |
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| | |

Agenda:

1. Green Communities Update
 - a. Contract extension
 - b. Annual Report
 - c. Quarterly financial report
 - d. Grant funding status
 - e. Project completion
 - f. Develop target list of high gain projects
2. EECBG project update
3. Capital requests
 - a. Fairbanks/Atkinson
 - b. Library controls
4. Approval of meeting minutes
5. Other business?

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1. Green Communities Update

- **Green Communities Contact Extension**

The initial Green Community Grants were targeted to be fully utilized by September 30th, 2011. This was an aggressive schedule and the funds allocated to Sudbury were not totally deployed. The Committee requested an extension of the Green Communities Contract and is targeting completion of all projects by December 31, 2011.

Mass DOER approved our contract extension to December 31st, 2011 and the revised contract was received by Sudbury on September 30th.

- **Green Communities Annual Report**

The Green Communities Annual Report was completed and submitted on the due date of September 30th. This report covered all town energy related activities from July 1, 2010 to June 30, 2011.

It should be noted we are still on the learning curve with MassEnergyInsight and some follow-ups are in process to confirm the accuracy of the datasets.

- **Q4 Quarterly Report**

The fourth quarter *Green Community Grant Progress and Financial Quarterly Report* was completed and was submitted on time on October 3rd, 2011

- **Grant Funding Status**

77% of the Green Community Grant funds have been expended to date. (\$104,505 of the total \$136,238)

- **Project Completion – utilize all grant funds**

Over ¾'s of the Green Community Grant Projects are complete. The committee needs to utilize the balance of the funds by year's end. We need to complete the original projects and if any funds remain define new projects and submit to the DOER for approval.

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The Committee was tasked to prioritize completion of original projects and bring forward high gain energy reduction projects to discuss, for possible inclusion in these grants or for the next round of grant applications.

The committee feels that we had great success with the NSTAR lighting projects. These have been successfully implemented in the five SPS schools. User feedback has been positive, energy savings are strong with reasonable projected paybacks and NSTAR rebates have paid for, on average, over 40% of the projects' total costs. It is felt the combination of positive factors these projects offer; good energy savings, strong rebates, quality work, well defined and implemented project plans and positive end user response warrant study for additional projects.

Projects discussed and net costs included:

| | |
|---|---------|
| LSRHS - sports facility Lighting Retrofit | \$9,565 |
| Fire Station #2 - Lighting Retrofit | \$2,080 |
| Fire Station #3 - Lighting Retrofit | \$2,136 |
| DPW - Lighting Retrofit | \$7,132 |

Additional control bus mapping work at the High School, along with replacing some obsolete equipment, are considered high gain projects that we expect the committee will request grants for during the next round of Green Community grant availability.

2. EECEBG (Fairbank Community Center Solar) update

The Fairbank solar project has been completed, is fully operational and has been accepted / signed off by the town and the state. This has been a very successful project to help reduce the purchase of both electricity and natural gas for the Fairbank Community Center, and will decrease Sudbury's overall energy consumption and carbon footprint. It was noted this project also lead to the repair / upgrade of some building envelop deficiencies (i.e. roof insulation, doors) that will also decrease energy consumption.

Here is the link to the solar weather station and the solar PV data for Fairbanks:

<https://services.wattmetrics.com/dashboard.aspx?siteId=127#/productionhistory>

ACTION: All committee members review website and comment.

Bob to provide narrative of project to include in web posting on town site.

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3. Capital requests / Additional Green Community Projects

The Energy Committee has been asked to help determine potential high gain energy conservation projects for possible inclusion into Sudbury's Capital Projects Plan. Preliminary discussion primarily revolved around the Fairbank Center dehumidification & heat recovery make-up air unit. The existing unit is believed to have exceeded its useful operating life, is deteriorating, and has significant operational challenges.

Updating the library HVAC controls was also suggested for consideration.

4. Approval of meeting minutes

Minutes from the September 20th meeting were unanimously approved.

5. Other business?

Noyes Elementary School – MSBA Green Repair Program:

The Noyes energy retrofit project is almost complete. New boilers, roof / insulation and door installation work is complete. The final new window was installed the first week of October. Project is currently running under budget and initial end user feedback is positive.

Work currently in progress includes skylight installation, caulking / weatherization and control work wrap-up.

ACTION: Bob to lend his expertise to review status of control work / operation.

Scheduled Energy Committee Meetings: (DPW Building Conference room - 7:30 p.m.)

- October 25th, 2011
- November 15th, 2011
- December 20th, 2011
- January 17th, 2012

Adjournment:

- The meeting was adjourned at approximately 8:55p.m.

Minutes submitted by: Edward Lewis, October 12th, 2011